



TOWN OF MANCHESTER



POSITION AVAILABLE

WORKING MASTER MECHANIC

Vacancy in Fleet Maintenance

8 hours/day - 40 hours/week

\$87,097.83 - \$99,363.32/Annually – Depending on Experience
(2024-2025 Salary Schedule)

Closing Date: Thursday, September 5, 2024

SUMMARY OF POSITION: Under general supervision, performs and supervises skilled work in the repair and maintenance of varied light and heavy motorized equipment including public safety vehicles used in Town operations.

DESIRABLE KNOWLEDGE AND SKILLS: Lays out, schedules, assigns and supervises the work of subordinate Mechanics in the maintenance and repair of automotive, trucks, heavy construction and maintenance equipment, fire equipment and police vehicles. Performs, or closely supervises, complex repair work involving the setting up of test equipment or use of special tools. Performs routine vehicle maintenance work. Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive, heavy public works and fire equipment. Knowledge of mechanical, machinist and electrical trade practices as applied to automotive, heavy trucks, heavy construction equipment repair and fire vehicles and equipment. Skilled in welding, and in the use of skilled mechanics' tools. Computer literacy.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or trade/vocational school with five (5) years of experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck, heavy construction equipment and fire vehicles and equipment, one (1) year of which was in a lead or supervisory capacity. Must hold valid Connecticut Commercial Driver's License (CDL) with air brake endorsement.

EXAMINATION MAY CONSIST OF:

	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job description are available on our website <https://www.manchesterct.gov/Employment-Opportunities> or in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045. Applications must be received or postmarked by 4:30 p.m. on Thursday, September 5, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability, or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Town of Manchester
Position Guide
Working master Mechanic
Full time; 40 hours per week
\$87,097.83 - \$99,363.32/Annually – Depending on Experience

Duties

Under general supervision, performs and supervises skilled work in the repair and maintenance of varied light and heavy motorized equipment including public safety vehicles used in Town operations.

- Lays out, schedules, assigns and supervises the work of subordinate Mechanics in the maintenance and repair of automotive, trucks, heavy construction and maintenance equipment, fire equipment and police vehicles.
- Operates vehicle or equipment to determine cause of malfunction.
- Performs, or closely supervises, complex repair work involving the setting up of test equipment or use of special tools. Performs routine vehicle maintenance work.
- Plans and organizes work procedures using repair manuals, charts, experience and computer records.
- Supervises the performance of subordinates and adheres to employees' labor contracts.
- Uses hand and power tools as required.
- Monitors preventative maintenance schedules and, using computer records, prepares records of equipment repairs and maintenance, logs in information on computerized records maintenance system.
- Keeps inventory and records maintenance of repair parts, supplies, and costs; procures repair parts and supplies.
- Follows standard safety procedures and regulations.
- Schedules work on an emergency basis. Prioritizes competing repair requests and needs.
- Answers radio and telephone as required.
- May act as Fleet Administrator in that official's absence.
- Performs other duties as assigned.

Desirable Knowledge, Skills and Abilities

- Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive, heavy public works and fire equipment.
- Knowledge of the principles and practices of fleet maintenance.
- Knowledge of mechanical, machinist and electrical trade practices as applied to automotive, heavy trucks, heavy construction equipment repair and fire vehicles and equipment.
- Ability to plan and supervise effectively the work of skilled and semiskilled subordinates in mechanical maintenance and repair activities.
- Ability to establish and maintain cost control procedures and records.
- Skill in welding and in the use of skilled mechanics' tools.
- Computer literacy.

Physical and Mental Effort/Environment and Working Conditions

Able to push/pull objects more than 50 lbs. and able to lift objects more than 75 lbs. Must be mobile and able to perform difficult manipulative skills and sit and stand for prolonged periods; able to remain in uncomfortable position for long periods such as bending over vehicles.

Must be able to perform gross body movements and tasks which require hand-eye coordination and arm-hand steadiness.

Must be able to see objects far away, as in driving; see objects closely as in reading a report; discriminate between colors as in electrical wires. Able to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Able to communicate through human speech.

Able to concentrate on fine detail with constant interruption; needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and other over long periods of time.

Ability to get along with co-workers, supervisors, customers and the public at large.

Possible exposure to hazardous waste materials; high and low temperatures; sudden fluctuations in temperature; seasonal conditions in outside weather; grease and oil; toxins; poisonous substances; dust; chemicals; bodily injuries; loud or unpleasant noises; high humidity and wetness; electrical hazards; burns; electro-magnetic radiation.

Minimum Training and Experience

Graduation from a standard high school or trade/vocational school with five (5) years of experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck, heavy construction equipment and fire vehicles and equipment, one (1) year of which was in a lead or supervisory capacity. Must hold valid Connecticut Commercial Driver's License (CDL) with air brake endorsement.